

**Arizona Department of Education**  
**Health & Nutrition Services**  
**Family Child Care Homes Advisory Council**  
Monday, October 29, 2007  
9:00 a.m. to 12:00 p.m.  
Minutes

Kenny Barnes – Family Child Care Homes (FCCH) Advisory Council Committee Chair, called the meeting to order at 9:05 a.m.

Advisory Council Attendees:

Deanna Barrowdale	Mid-State Child Care & Nutrition
Lori Mendoza	Association for Supportive Child Care
Phyllis Montgomery	Child & Adult Community Resources
Cathleen Moore	Food for Children
Kenny Barnes	Arizona Department of Education

Other Attendees:

Anna Burke	Child & Family Resources, Inc.
Sandee Montez	Nutrition For Children
Katie O'Neill	BJ Enterprises
Cathleen Reagan	Az Association of Family Day Care Providers
Bea Sandoval	Border Community Child Care Resource Center

***Welcome and Introductions:***

- Committee Chair extended Welcome to Advisory Council and other participating sponsoring organizations.
- Last call for 'Public Participation Request to Address' forms.

***Review Minutes from Previous Meeting:***

- Discussion on when to have next meeting and membership request to change day to later in the week. Decision was made to move day of the week to "Tuesday". Request made to secure the conference room for the January 29<sup>th</sup> meeting.
- Review and discussion of last Meeting Minutes –
  - Transition schedule plans and the fact that we have no update yet.
  - Pros and Cons on DES certification and DHS licensing of AA homes.
  - Restarting the Ethics Committee and approval by Melissa for sponsors to create the committee if they feel it is needed.
- Cathleen Moore requested corrections be made to the Minutes with specific information given to Kenny regarding transition schedule of AA homes and Items 3 and 4. Kenny will make the needed Meeting Minute changes.

***Requesting Advances on CNP Web Online Application:***

- We use to have a form to request Advances and we were given 1-2 months notice. Now we only have a small box on the online application to request the Advance. We are concerned that our Budgets are being approved late and one director lost the month's Advance. (C. Moore)

- Where is the Policy and Procedure of the days we have to follow-up with ADE. Schedule so that this doesn't happen in the future. (C. Moore)
- We had one sponsor approved on 10/7 and sponsor received Advance – and two days later another sponsor submits application and it was too late for Advance. (C. Moore)
- ADE asked for information that was already included on my renewal application. (P. Montgomery)
- All okay and no delays – only delay was on my part due to sickness. The lateness on request did not affect timely application approval. (L. Mendoza)
- Tina called me as a reminder on Advance request and Advance came on time. Budget approved online 10/10. (D. Barrowdale)
- We were approved two days later. (P. Montgomery)
- We need Advance request form. (C. Moore)
- That form hasn't been used since I have been here and to my recollection no one has had any problem. The only problem I've had is sponsors calling to ask when their online application would be approved so that I can get my advance. (K. Barnes)
- If sponsor or sponsors submitted application and box was not checked or application submitted late – then advance late. (K. Barnes)
- The online application defaults Advance box to “no” – There should be a question for sponsor to check box. (C. Moore)
- Since you know the Advance requirement and that it's part of application process this should be one of the things sponsor would look for – I feel that you should know and you would make sure to 'check' the advance box. The specialist is looking at your application and a lot of other sponsor applications during the renewal process. Call us mistakes happen, we are all human. (K. Barnes)
- Again, it is unfortunate that it defaults to 'no'. (K. Barnes)
- In the past the only sponsor requests was need to have application approved so that sponsor can receive their advance. If you didn't check box due to an oversight then Finance cannot process. The Feds give us approval and in October Feds approve release of funds. (K. Barnes)
- Application should have question required of sponsor on advance. (C. Moore)
- Call me regarding Advance and we can ask Nick regarding approval process. (K. Barnes)
- We need policy on Advance. (L. Mendoza)
- We need to know policy and procedure for sponsors on Advances and Exceptions. (C. Moore)
- I will meet with Nicholas Dunford / Finance later today for clarification and I'll email information to you. (K. Barnes)
- Other than problems with the Advance are you all getting information on time – Is there anything you felt was asked needlessly? (K. Barnes)
- Liability insurance and budget approval requests – it took days to get hold of my insurance. Permanent agreement doesn't have specifics and I received late notification from my specialist. This was all resolved but it gave me an amount of grief. (C. Moore)
- The management plan has it down and more budget related follow-up via phone clarification. Specialist emailed us regarding submittal of online application. All finalized with only minor written and verbal clarification. We all have different specialists. (L. Mendoza)
- No complaints, Jen is easy to work with. (P. Montgomery)
- My specialist is easy to work with and we had simple corrections and no problems. (D. Barrowdale)

- We attempt to do the best that we can and get with you folks in a timely manner. I currently have Luke AFB transition – the Director was let go and the transition there has been good. This isn't a piece of cake – we also have center applications that we get a lot of grief from and phone mailboxes that are full. Maybe we are not as timely as you would like.

At renewal time we are also swamped. Dealing with people – we haven't forgotten but we can't hold hands with everyone. People come in unannounced and the same sponsor will us several times a day – so you can see how we can get caught behind the eight ball. Believe this; we are doing the best we can. We don't just sit there drinking coffee and eating Bonbons and we depend on Teresa to do a lot too. We expect your cooperation and when we ask for forms the quicker you get them to us the quicker we can approve your application.

For those with a less than pleasant experience – I apologize. You are dealing with people looking at 50 to 60 applications and budgets – again, take it for what it's worth. If you had a bad experience with the application process, let us know the issues – we need your help to get us to this point. (K.Barnes)

***AA Transition Schedule Update:***

- I have nothing to report from Melissa – The Attorneys from ADE/ DES/ DHS are going back and forth on some issues as to who has the right to do what. A lot of the going back and forth on regards DES certification of homes and the politics involved. Currently this is dragging on and no one wants to make a determination. Nothing new in past three weeks – so until further notice "It's business as usual" and okay to take on new providers. When something comes up and we have an update you will be notified. (K. Barnes)
- We were originally given 18 months and since there is no transition plan going into effect – do we have 18 months from that day? (C. Moore)
- DES and DHS same thing? (P. Montgomery)
- Nobody wants to take responsibility and don't want to get involved in making final determinations. (K. Barnes)
- Could this get reversed? (L. Mendoza)
- No one is taking the bull by the horns and saying let's do this – If I was a betting man this is still going to take place – we just don't know when. (K. Barnes)
- Someone else mentioned another option – Child Resources and Referral. (L. Mendoza)
- Maybe a viable option – currently we just don't know. (K. Barnes)

***Notification of Non-Attendance at Meetings:***

- Council Members if you cannot make the scheduled meeting, I would prefer that you let me know more than 1-hour before meeting start. We have people traveling from Tucson and no way of letting them know of meeting cancellation. I understand that things come up but you need to show courtesy to myself and other council members. In saying that – let me know two weeks in advance or at the previous meeting. (K. Barnes)
- I have never missed a meeting previously. (C. Moore)
- When we have guests coming to the meeting we need to give notice. I apologize to those that traveled here. A meeting where only two council members were available is not good – please be courteous of council members and guests and allow me the time to give notice. Are you all cool with that? (K. Barnes)
- Is this in the Bylaws that council members need a quorum? (C. Moore)

- We can add or amend the Bylaws. This has never happened before where three out of four could not make the meeting. To assure that I'm not put in this situation again – I will need advance notice. (K. Barnes)

***Public Participation:***

Discussion of public participation process with new members attending meeting. Bring your discussion of issues with providers – No issue is too small or too big – We discuss everything. We are all passionate about the program and we discuss issues and help you find a resolution. (K. Barnes)

- Sandee Montez from Nutrition for Children Request to Address Advisory Council on the following:
  - Advance money for fiscal year 2008.
    - Advance question on online application – this should not be default box. Should be question instead of default to “no”.
    - How come applications are submitted in August but not approved until October. If request is not made by September 29-2007, we cannot be approved for Advance. Is there any reason there could not have been a courtesy call? Some sponsors got a courtesy call on Advances?
- Katie O'Neill from BJ Enterprises Request to Address Advisory Council on the following:
  - Advances
    - Online application = everything pops up from the previous year application.
    - Time deadline = October 10 and Finance deadline = September 30
    - Checklist needs to be revised.
    - Question needs to be changed online as far as Advances.
  - Transition
- Anna Burke from Child and Family Resources / Tucson Request to Address Council on the following:
  - Children with disabilities – To what age can a provider claim them?

**Please note that these additional comments were given by membership in participating and support of Individual Speakers.**

- Make online application a 'yes' or 'no' – Not auto default to 'no' – I'm very upset about all this and that State auto application assumes 'no' on Advance. (S. Montez)
  - Where does it state that this – We have to turn in budget August then wait for approval until beginning of October – no where on budget instructions.
  - An oversight – yes. Nick in Finance said last day September 29 – online pending advance.
  - No going back – No revisions on Advances.
  - When paperwork given we get courtesy call.
  - No one from Finance called me questioning the 'advance' and I am really upset – this is a hardship. Why do we wait so long for budget approval? Both Melissa and Nicholas told me 'no'. We are busy too – a courtesy call would have been a lifesaver.

- The online application should have a question.
- Both Nicholas and Tina said it must be online by September 29 – I don't have enough time to get funds.
- Get advance because they know what we do is important – Maybe Kenny can do something. We cannot input online application until budget is approved. (P. Montgomery)
- I will look at this process closer and let you all know. The two issues that we have with this process: (K. Barnes)
  - 1) No check mark in box and that everything pops up from previous year.
  - 2) Timeline – sponsor application approval. Tina gave deadline of October 10<sup>th</sup> and Nicholas gave deadline of September 29<sup>th</sup> to receive Advance. After September 29<sup>th</sup> it's too late to do anything.
- She has to borrow money and cannot claim interest – this goes back to Specialist and 15-days to let sponsor know something is missing. What is policy?
- Then there are sponsors approved later and got advances.
- By regulation Advance for fiscal year.
- History of Advance issues – we need and use advances.
- Revise checklist in approval process to include: insurance – deadlines – default from previous year – add two questions – provide policy plus give us time for input – must have all this in writing.
- Agenda item for next meeting.
- DES can't certify homes if they don't take DES kids.
- DHS requires 2M to certify homes. 200M in federal dollars to the State would be lost.
- No one can take liability on non-regulated homes.
- Anna's questions on kid with disabilities and to what age provider can claim = Age 21.
- I attended a USDA conference in Indianapolis and USDA does not want AA homes.
- DES certifies – Only complaint is that no one goes to their home.

***Closing Remarks:***

- There are things that I have to do homework on – Advances. Get with Nicholas Dunford today so that we are all on the same page. Three different deadline dates that need clarification. The Finance unit is all new people – Nick has been there 1-year and Tina 4-months. Twelve months from now we should be okay and this should not happen again. (K. Barnes)
- Show us the policy. (C. Moore)
- Check into Advance funding and date – funding is crucial. (P. Montgomery)
- Committee Chair – Comments or questions let me know – I greatly appreciate your participation and I'll try my best to do everything possible to straighten this out. The hot topics are: Policy and Deadline Dates – The need to be on the same page so next year we don't have the same problem.

Meeting concluded at approximately 11:00 a.m.

Next Advisory Council Meeting: JAN 29, 2008 - 9:00AM–12:00PM in Conference Room 107